

 <p><b>Financial Assistance Award</b></p> <p><b>DENALI COMMISSION</b>  510 L Street, Suite 410  Anchorage, Alaska 99501  (907) 271-1414 (phone)  (907) 271-1415 (fax)  www.denali.gov</p>		<b>Award Number</b>	01544-00		
		<b>Award Title</b>	Itinerant Utility Training		
		<b>Performance Period</b>	March 1, 2018 through June 30, 2020		
<b>Authority</b> 112 Stat 1854	<b>CFDA Number</b> 90.100	<b><u>Recipient Organization &amp; Address</u></b> Alaska Energy Authority 813 W Northern Lights Blvd Alaska Energy Authority  <b>Phone:</b> 907-771-3000 <b>Recipient DUNS #</b> 054072608 <b>TIN #</b> 926001185			
<b>Denali Commission Finance Officer Certification</b>					
<b><u>Cost Share Distribution Table</u></b>					
Accounting Code	New Funding		Prior Period Funding		Total
	Denali Commission	Other Contributors	Denali Commission	Other Contributors	
95670000	\$250,000.00		\$0.00		\$250,000.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
	\$0.00		\$0.00		\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
		\$0.00		\$0.00	\$0.00
<b>Total</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250,000.00</b>
This Financial Assistance Award approved by the Federal Co-Chair of the Denali Commission constitutes an obligation of federal funding.					
<b>Signature of Authorized Official - Denali Commission</b>  Electronically Signed		<b>Typed Name and Title</b> Mr. Jay Farmwald Director of Programs		<b>Date</b> 04/03/2018	

## AWARD ATTACHMENTS

Alaska Energy Authority

01544-00

- 
1. Terms and Conditions
  2. Attachment A
  3. Budget and Funding Summary

**Financial Assistance Award Terms and Conditions  
Between the Denali Commission and Alaska Energy Authority  
For Itinerant Utility Training  
Award No. 1544**

**1. Project Summary**

- a. Scope of Work: Train personnel from rural utilities that have received USDA-RUS funds in the past for Power Plant Infrastructure.
- b. Deliverables: On-site training sessions in 20 different rural Utilities with necessary follow-up and support.
- c. Budget: The Commission is making \$250,000 available for the project via this Financial Assistance Award (FAA). This amount includes all direct, indirect, and pre-award costs (if any) authorized pursuant to 2 CFR 200.458. All Commission funding is intended to be used for the scope of work identified in this FAA only. Any funds remaining after the full scope of work has been completed shall be returned to the Denali Commission consistent with 2 CFR 200.319.
- d. Delivery Method: AEA will develop curriculum, recruit and select applicants, conduct the on-site training and provide necessary follow-up and support.
- e. Performance Period: The Period of Performance for this FAA is March 1, 2018 through June 30, 2020. In accordance with 2 CFR 200.309 Recipients can only incur obligations or costs against this FAA during the Period of Performance, unless specifically authorized in the Special Provisions (Section 14 of this document). If a project cannot be completed within the approved Period of Performance, an extension request must be made in accordance with the Commission's *Recipient Guidelines and Requirements* (RGR) document dated July 2015, available at [www.denali.gov](http://www.denali.gov).

More detailed information on scope, deliverables, budget, funding, project delivery method and/or management plan, schedule and key milestones are included in Attachment A dated March 1, 2018.

**2. Project Reporting and Commission Site Visits**

Progress reports and a close-out report are required under this FAA. Progress Reports shall be submitted at the frequency stipulated in the Special Provisions. The Closeout Report shall be completed within 90-days of the end of the Period of Performance. All reports must be submitted using the Denali Commission's on-line Project Database System, available at [www.denali.gov/dcpdb](http://www.denali.gov/dcpdb).

Commission staff or agents of the Commission may make visits to the project site and/or home office to monitor progress during and/or after the Period of

Performance. The Recipient shall coordinate and make information available as necessary to facilitate any such site visits.

Refer to the *Recipient Guidelines and Requirements* document for further information related to reports and site visits.

### **3. Payments**

Payments under this FAA will be made in accordance with 2 CFR 200.305 by electronic transfer in response to a Standard Form 270 (SF-270) "Request for Advance or Reimbursement", submitted by the Recipient. At a minimum, all 270's must include summary cost information on labor, materials, contracts/consultants, and indirect costs. Detailed documentation is required for any single expenditure greater than \$50,000. If Pre-award Costs and/or Advance Payments are authorized under this FAA, the Special Provisions will indicate so. Requests for reimbursements may be made as needed. Refer to the *Recipient Guidelines and Requirements* document for further information about submitting SF-270's.

### **4. Modifications**

In accordance with 2 CFR 200.308, the Recipient shall report deviations in project scope, budget, delivery method, management plan, schedule, or changed site conditions, and request prior approvals from the Program Manager. The Recipient shall also submit written requests to the Program Manager for the replacement of Key Staff identified in the Special Provisions. Refer to the *Recipient Guidelines and Requirements* document for further information about modifying a Financial Assistance Award.

### **5. Financial Management, Record Keeping, Internal Controls, and Audits**

The Recipient must have financial management and record keeping systems that are consistent with 2 CFR 200.302. If the Recipient is a State organization it must expend and account for FAA funds in accordance with applicable State laws and procedures for expending and accounting for the State's own funds.

The Recipient must establish and maintain effective internal controls with respect to this FAA that are consistent with 2 CFR 200.303.

In accordance with 2 CFR 200.501, Recipients that expend \$750,000 or more of federal funds in a year shall have a single or program-specific audit conducted for that year.

Refer to the *Recipient Guidelines and Requirements* document for further information about financial management, record keeping, internal controls and audits.

## **6. Direct and Indirect Costs**

All direct costs must be allowable and reasonable. Indirect costs must be allocable based on accepted accounting policies and practices. Indirect costs must be specifically included as a line item or identified with appropriate notes in the approved FAA budget. Refer to 2 CFR 200 Subpart E (Cost Principles) and the *Recipient Guidelines and Requirements* document for further information on direct and indirect costs.

## **7. Sub-Awards and Contracts**

All sub-awards and contracts issued by the Recipient under this FAA must comply with 2 CFR 200.331 and Appendix II to 2 CFR 200. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

## **8. Acknowledgement of Support**

The Recipient shall name the Denali Commission as a financial contributor and project/program partner in all media correspondence related to the work supported by this FAA. If Commission funds are used for construction, the Recipient shall also display a sign at the construction site that acknowledges the Commission's support. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

## **9. Real and Personal Property**

In accordance with 2 CFR 200.311, 313, and 316 the Denali Commission may require the Recipient to execute a security interest or other public notice of record to indicate that real or personal property acquired or improved, in whole or in part, with Federal funds is subject to a Federal interest. Any such requirements under this FAA, including post project reporting in accordance with 2 CFR 200.329, will be stipulated in the Special Provisions.

## **10. Conflict of Interest**

In accordance with 2 CFR 200.112, the Recipient must disclose in writing any potential conflicts of interest to the Commission. In addition, 2 CFR 200.318 requires that Recipients maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts. Refer to the *Recipient Guidelines and Requirements* document for further information on this subject.

## **11. Denali Commission Policies**

Recipients may be required to comply with certain published Denali Commission policies which can be found in the *Recipient Guidelines and Requirements* document. Applicable policies are referenced in the Special Provisions of this FAA, and specific requirements/deliverables (if any) are stipulated in Appendix A.

## **12. Laws and Regulations**

Recipients are required to comply with all applicable Federal laws and regulations. General categories of potentially applicable laws and regulations are summarized below. Refer to the *Recipient Guidelines and Requirements* document for further information on specific laws and regulations that may apply.

- a. Debarment and Suspension
- b. Whistle-blower Protection
- c. Non-Discrimination
- d. Lobbying and Propaganda
- e. Environmental
- f. Drug-Free Workplace
- g. Travel
- h. Human Rights
- i. Animal Welfare
- j. Executive Compensation

## **13. Other Provisions**

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient or sub-recipients for the actions of the Recipient or sub-recipients resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this FAA, including sub-awards, contracts, or sub-contracts issued in connection with this FAA.
- b. To the maximum extent practicable, considering applicable laws, the Recipient shall accomplish the project contemplated by this FAA using local Alaska firms and labor.
- c. All terms and conditions contained in this FAA apply to any sub-recipient under this FAA.
- d. Failure to comply with the provisions of this FAA or maintain satisfactory performance may result in additional FAA conditions pursuant to 2 CFR 207. This includes but is not limited to: temporarily withholding of payments pending the correction of the deficiency; disallowance of project costs; wholly or partially suspending or terminating the FAA. In addition, failure to comply with the provisions of this FAA may also have a negative impact on the Recipient's eligibility for future Federal awards.

#### **14. Special Provisions**

Progress Reports: Quarterly

Pre-award Costs: n/a

Key Staff: Karin St. Clair, AEA

Advance Payments: n/a

Federal Property Interests and Reporting Requirements: n/a

Denali Commission Policies: n/a

Bonds and Insurance: n/a

#### **15. Program Manager, Financial Manager & Other Contact Information**

<b>Denali Commission</b>	<b>Alaska Energy Authority</b>
Tom Wolf Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-5232 Fax: 907-271-1415 E-mail: twolf@denali.gov	Karin St. Clair Project Manager 813 W. Northern Lights Blvd. Anchorage, AK 99503 Phone: 907-771-3000 Fax: 907-771-3044 E-mail: kstclair@aidea.org
Janet Davis Grants Management Officer 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3036 Fax: 907-271-1415 E-mail: jdavis@denali.gov	Salina Bearden Senior Accountant 813 W. Northern Lights Blvd. Anchorage, AK 99503 Phone: 907-771-3956 Fax: 907- 771-3044 E-mail: sbearden@aidea.org

**Financial Assistance Award 1544  
Between the Denali Commission and Alaska Energy Authority  
For Itinerant Utility Training  
Attachment A**

*March 1, 2018*

**Scope of Work**

**Itinerant Utility Training** – The purpose of this program is to train participants from rural communities that have received RUS funds in the past for Power Plant Infrastructure. The in-community training will focus on activities that facilitate the electric utility in operations and in complying with reporting requirements to state and federal agencies such as:

- Power Cost Equalization program (PCE)
- Power Plant Operator and Advanced Power Plant Operator
- Electric Utility Business Management

As needed, utilities will be trained on general operations of a utility such as proper operations and maintenance, the role of the utility board, responsibilities of the utility manager, clerk, and operator, and financial management actions needed to effectively manage the electric utility to move it toward sustainability. The training to be provided will supplement, not replace, existing training programs like AEA's PCE training and the AEA power plant operator training that is conducted at AVTEC.

Training will be provided to at least 20 different rural Utilities over a two-year period.

**Deliverables**

1. Basic curriculum
2. On-site training sessions at 20 different rural Utilities
3. Post training follow-up and support for 20 different rural Utilities

**Budget**

See attached Budget and Funding Summary dated 1 March 2018.

**Delivery Method**

Recruitment and selection of applicants will be coordinated through AEA.

AEA will develop the basic curriculum, identify each Utility's training needs, and then customize the material for each Utility.



Selected staff will travel to the community to provide the needed on-site training. AEA staff will follow-up the on-site training with a trip summary, follow-up phone calls, web tools, and email to ensure that the community understands the material covered on site and is able to use the recently acquired knowledge from the training.

Participants successfully completing the course will receive a Certificate of Completion, indicating their participation in the training.

This FAA is a Cooperative Agreement between AEA and the Commission. AEA will collaborate with the Commission. In particular, AEA will submit the basic curriculum to the Commission for review, as well as the list of Utilities to receive training with references to the RUS funded infrastructure, prior to conducting any on-site training.

### **Schedule**

The performance period for this Award is March 1, 2018 through June 30, 2020. Initial milestones are summarized below:

- Curriculum Development: March 1, 2018 – November 17, 2018
- Recruitment and Selection of 1<sup>st</sup> Year Applicants: January 8, 2018 – May 7, 2018
- Travel for 1<sup>st</sup> Year Applicants: May 8, 2018 – February 28, 2019
- Recruitment and Selection of 2<sup>nd</sup> Year Applicants: January 1, 2019 – February 28, 2019
- Travel for 2<sup>nd</sup> Year Applicants: March 1, 2019 – February 28, 2020
- Follow-up and On-going Utility Support: March 1, 2018 – June 30, 2020
- Award Closeout: June 30, 2020

BUDGET				
Line	Item	Provided By	Amount	Basis/Notes
1	Project Management	AEA	\$45,000	750 hours @ \$60/hour development of program and curriculum
2	AEA Staff	AEA	\$75,000	20 communities, 3 staff members on-site training: PCE, Business, Operations and Maintenance. 850 hours @ ~88.25/hour (average)
3	Travel for Itinerant Training	AEA	\$80,000	20 communities, 3 staff at ~\$1300/person/trip. Site costs vary.
4	Training Materials	AEA	\$30,000	Printed materials, misc. power house supplies, training CD's and other training resources.
5	Subtotal		\$230,000	
13	AEA Indirect Costs <sup>a</sup>		\$20,000	10% of lines 1, 2, & 3
14	Total		\$250,000	

**Additional Notes**  
a. AEA does not have a federally negotiated indirect rate; use the 10% de-minimus rate in 2 CFR 200.414

FUNDING				
Line	Source	Award or Reference	Amount	Notes
15	Denali Commission	This Action	\$250,000	
20	Total Funding Available As Of This Action		\$250,000	